

# Louisiana Housing Corporation

The following resolution was offered by Board Member Malcolm Young and seconded by Board Member Larry Ferdinand:

#### RESOLUTION

To adopt the completed Louisiana Compliance Questionnaire for Audit Engagements of Governmental Entities, attached as Exhibit A; and providing for other matters in connection therewith.

WHEREAS, La. R.S. §40:600.104.B. states, "The Legislative Auditor shall prepare an annual audit of the accounts and operations of the corporation"; and

WHEREAS, in accordance with La R.S. §24:513, the State Legislative Auditor has issued the Louisiana Compliance Questionnaire for Audit Engagements of Governmental Entities, attached as Exhibit A and hereinafter referred to as "the Questionnaire;" and

**WHEREAS**, the staff of the Corporation has completed the Questionnaire to the best of their belief and knowledge; and

**WHEREAS**, the State Legislative Auditor requires that the Questionnaire be presented to and adopted by the governing body of the Corporation by means of a formal resolution in an open meeting;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS:

**SECTION 1.** The completed Louisiana Compliance Questionnaire for Audit Engagements of Governmental Entities, attached as Exhibit "A", is hereby adopted.

**SECTION 2.** The Corporation Staff is hereby authorized and directed to submit the Questionnaire appropriately as required by the State Legislative Auditor.

**SECTION 3.** The Corporation staff and counsel are authorized and directed to prepare any ancillary documents as may be necessary to implement the Board's actions.

**SECTION 4.** The Chairman, Vice Chairman, Executive Director and/or Secretary of the Corporation be and they are hereby authorized, empowered and directed to execute any forms and/or documents required to be executed on behalf of and in the name of the Corporation, the terms of which are to be consistent with the provisions of this resolution as approved by the Corporation's Executive Counsel.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

Michael L. Airhart, Mayson H. Foster, Dr. Daryl V.

Burckel, Larry Ferdinand, John N. Kennedy, Ellen M. Lee,

Matthew P. Ritchie, Willie Spears, Guy T. Williams, Jr.,

Malcolm Young

NAYS:

None

ABSENT:

None

And the resolution was declared adopted on this, the 14th day of August, 2013.

Chairman

Secretary

#### STATE OF LOUISIANA

#### PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation (the "Corporation"), do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution adopted by said Board of Directors on August 14, 2013, "A resolution to adopt the completed Louisiana Compliance Questionnaire for Audit Engagements of Governmental Entities, attached as Exhibit A; and providing for other matters in connection therewith."

**IN FAITH WHEREOF**, witness my official signature and the impress of the official seal of the Corporation on this, the 14th day of August, 2013.

Secretary

(SEAL)

# LOUISIANA COMPLIANCE QUESTIONNAIRE (For Audit Engagements)

Dear Chief Executive Officer:

Attached is the Louisiana Compliance Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of a financial audit of Louisiana governmental units and quasi-public entities. The legal matters contained in the questionnaire parallel those matters contained in the *Laws Affecting Louisiana Government*, published by the Society of Louisiana Certified Public Accountants. Upon completion, the questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting. Independently elected officials should sign the document, in lieu of such a resolution.

The completed questionnaire and a copy of the adoption instrument, if appropriate, must be given to the auditor at the beginning of the audit. The auditor will, during the course of his regular audit, test the accuracy of the responses in the questionnaire. It is not necessary to return the questionnaire to my office.

Certain portions of the questionnaire may not be applicable to your organization, especially those related to federal financial assistance, the requirements of the *Single Audit Act*, and OMB Circular A-133. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his examination. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Steve J. Theriot, CPA Legislative Auditor

Enclosure

# LOUISIANA COMPLIANCE QUESTIONNAIRE (For Audit Engagements of Government Entities)

August 14, 2013	( Date Transmitted)
-----------------	---------------------

Duplantier, Hrapmann, Hogan & Maher, LLP 1340 Poydras Street, Suite 2000 New Orleans, LA 70122-1223

In connection with your audit of our financial statements as of June 30, 2013 and for July 1, 2012 to June 30, 2013 (period of audit) for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our system of internal control as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of August 14, 2013 (date completed/date of the representations).

#### PART I. AGENCY PROFILE

1. Name and address of the organization.

Louisiana Housing Corporation 2415 Quail Drive Baton Rouge, LA 70808

2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.

N/A

3. List names, addresses, and telephone numbers of entity officials. [Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

See Attachments A and B

4. Period of time covered by this questionnaire:

July 1, 2012 to June 30, 2013

5. The entity has been organized under the following provisions of the Louisiana Revised Statute (s) (LSA-RS) and, if applicable, local resolutions/ordinances.

Louisiana Housing Corporation Act, Chapter 3-G of Title 40

6. Briefly describe the public services provided:

Assist in the financing of safe, decent, and affordable housing for Louisiana residents.

7. Expiration date of current elected/appointed officials' terms.

Directors-Governor Appointees (6) with staggered terms for two in each of two, three, and four year terms; Senate President (2) & House Speaker (2) Appointees at their pleasure; State Treasurer- Ex-Officio

Executive Director - At the pleasure of the Board

Chairman and Vice-Chairman – annual selection by the board from its membership

Secretary - annual selection by the board

#### **LEGAL COMPLIANCE**

#### PART II. PUBLIC BID LAW

- The provisions of the public bid law, LSA-RS Title 38:2212, and, where applicable, the
  regulations of the Division of Administration, State Purchasing Office have been complied
  with.
  - A) All public works purchases exceeding \$100,000 have been publicly bid.
  - B) All material and supply purchases exceeding \$20,000 have been publicly bid.

Yes [x] No [ ]

### PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

 It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes[x] No[]

10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes [x] No [ ]

#### PART IV. LAWS AFFECTING BUDGETING

11. We have complied with the budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-15) or the budget requirements of LSA-RS 39:33.

#### A. Local Budget Act

- 1. We have adopted a budget for the General Fund and all special revenue funds (LSA-RS 39:1305).
- 2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the General Fund and each special revenue fund, and a budget adoption instrument that specified the chief executive's authority to make budgetary amendments without approval of the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (LSA-RS 39:1305).
- 3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (LSA-RS 39:1306).
- 4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice

has also been published certifying that all actions required by the Local Government Budget Act have been completed (LSA-RS 39:1307).

- The proposed budget was made available for public inspection at the location required by LSA-RS 39:1308.
- 6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget [LSA-RS 39:1306.
- 7. After adoption, a certified copy of the budget has been retained by the chief executive officer or equivalent officer (LSA-RS 39:1309).
- 8. To the extent that proposed expenditures were greater than \$500,000, the chief executive officer or equivalent notified in writing the governing authority during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (LSA-RS 39:1311). (Note, state law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$250,000 or less and exempts special revenue funds whose expenditures drive revenue recognition-primarily federal funds-from the requirement to amend revenues.)

federal funds-from the requirement to amend revenues.)  9. The governing authority has amended its budget when notified, as provided by LSA-RS 39:1311.				'n
00	N/A	Yes [	] No[	
	<ul> <li>B. <u>State Budget Requirements</u></li> <li>The state agency has complied with the budgetary requirements of LSA-RS 39:33.</li> </ul>			
	N/A	Yes [	] No [	
	<u>Licensing Boards</u> The licensing board has complied with the budget	ary requirements of R. S. 39:1331-	·1342.	

N/A

# PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS

<ol><li>We have maintained our accounting records in such a manner as to provide ex</li></ol>	idence of
legal compliance and the preparation of annual financial statements to comply with	LSA-RS
24:514, 24:515, and/or 33:463.	

Yes[x] No[]

Yes[] No[]

13. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes[x] No[]

14. We have filed our annual financial statements in accordance with LSA-RS 24:514, and 33:463 where applicable.

Yes[x]No[]

15. We have had our financial statements audited in a timely manner in accordance with LSA-RS 24:513.

Yes[x]No[]

#### PART VI. ASSET MANAGEMENT LAWS

16. We have maintained records of our fixed assets and movable property records, as required by LSA-RS 24:515 and/or 39:321-332, as applicable.

Yes[x] No[]

#### PART VII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

17. We have complied with the fiscal agency and cash management requirements of LSA-RS 39:1211-45 and 49:301-327, as applicable.

Yes[x] No[]

#### PART VIII. DEBT RESTRICTION LAWS

18. It is true we have not incurred any long-term indebtedness without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes[x] No[]

19. We have complied with the debt limitation requirements of state law (LSA-RS 39:562).

Yes[x] No[]

20. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (LSA-RS 39:1351).

Yes[x] No[]

#### PART IX. REVENUE AND EXPENDITURE RESTRICTION LAWS

21. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and budget ordinances.

Yes[x] No[]

22. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes[x] No[]

23. It is true that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes[x] No[]

#### PART X. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS

Police Juries

- 24. We have adopted a system of road administration that provides as follows:
- A. Approval of the governing authority of all expenditures, LSA-RS 48:755(A).
- B. Development of a capital improvement program on a selective basis, LSA-RS 48:755.
- C. Centralized purchasing of equipment and supplies, LSA-RS 48:755.
- D. Centralized accounting, LSA-RS 48:755.
- E. A construction program based on engineering plans and inspections, LSA-RS 48:755.
- F. Selective maintenance program, LSA-RS 48:755.
- G. Annual certification of compliance to the legislative auditor, LSA-RS 48:758.

5	cnool Boards				
	5. We have complied with the general statutory ouisiana Department of Education, LSA-RS 17:		provisions	s of the	е
		N/A	Yes [	] No[	]
2	26. We have complied with the regulatory circulars issued by the Louisiana Department of Education that govern the Minimum Foundation Program.				
_	ducation that govern the Millimum Foundation	N/A	Yes[]	No [	]
d a F	7. We have, to the best of our knowledge, acculate contained in the following schedules and resplied to such schedules and performance meanish school boards are required to report as page.	cognize that your agreed upon p asurement data: art of their annual financial stater	rocedure ments me	es will easure	be
of performance. These performance indicators are found in the supplemental schedules: - Schedule 1, General Fund Instructional and Support Expenditures and Certain Local					
	Revenues Sources - Schedule 2, Education Levels of Public Scho - Schedule 3, Number and Type of Public Sch				
	<ul> <li>Schedule 4, Experience of Public Teachers a</li> <li>Schedule 5, Public School Staff Data</li> </ul>		rs		
	<ul> <li>Schedule 6, Class Size Characteristics</li> <li>Schedule 7, Louisiana Educational Assessm</li> <li>Schedule 8, The Graduate Exit Exam</li> <li>Schedule 9, The IOWA Tests</li> </ul>	ent Program			
	Concadio of the letter resid	N/A	Yes[]	No [	1
Т	ax Collectors		)E1 45	0 52	-
2	8. We have complied with the general statutory	requirements of LSA-RS 47, Cl N/A	hapter 4. Yes [ ]	No [	1
S	Sheriffs				
2	9. We have complied with the state supplement	ntal pay regulations of LSA-RS 3: N/A	3:2218.8 Yes [ ]		J
3	0. We have complied with LSA-RS 33:1432 rel	ating to the feeding and keeping N/A	of prison Yes [ ]	ners. No [	]
E	District Attorneys				
	11. We have complied with the regulations of the elate to the Title IV-D Program.	e Louisiana Department of Socia	al Service	es that	
1.	state to the Title TV-D Trogram.	N/A	Yes[]	No [	]
A	Assessors				
	<ol> <li>We have complied with the regulatory require Revised Statutes.</li> </ol>	rements found in Title 47 of the L	ouisiana.	ţ	
	33. We have complied with the regulations of th	N/A e Louisiana Tax Commission rel	Yes [ ] ating to t		]
r	eassessment of property.	N/A	Yes [ ]	No [	]
C	Clerks of Court				
3	34. We have complied with LSA-RS 13:751-960		Voc I	l No r	1
		N/A	Yes [ ]	NO	1

Libraries			
35. We have complied with the regulations of the	ne Louisiana State Library. N/A	Yes[] No[]	
Municipalities			
36. Minutes are taken at all meetings of the go 1976).	verning authority. LSA-RS 42:7.	I (Act 665 of	
	N/A	Yes[] No[]	
	37. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal. LSA-RS 43:143-144 and A.G. 86-528.		
are published in the emetal jean and zer the sec	N/A	Yes[]No[]	
38. All official action taken by the municipality is	s conducted at public meetings.LS N/A	SA-RS 42:4.1-13. Yes[] No[]	
Airports			
39. We have submitted our applications for fun		opment to the	
Department of Transportation and Developmen	N/A	Yes[]No[]	
40. We have adopted a system of administration any expenditures of funds appropriated from the	e Transportation Trust Fund, and	ne department for no funds have	
been expended without department approval (L	.5A-R5 2.810). N/A	Yes[]No[]	
41. All project funds have been expended on the project and for no other purpose (LSA-RS			
	ne project and for no other purpo	se (LSA-RS	
41. All project funds have been expended on the 2:810).	ne project and for no other purpo	se (LSA-RS Yes [ ] No [ ]	
	N/A on an annual basis, that we have	Yes[]No[]	
<ul><li>2:810).</li><li>42. We have certified to the legislative auditor,</li></ul>	N/A on an annual basis, that we have established by law (LSA-RS 2:81	Yes[]No[] e expended 11).	
<ul><li>2:810).</li><li>42. We have certified to the legislative auditor, project funds in accordance with the standards</li><li>Ports</li><li>43. We have submitted our applications for fundamental contents.</li></ul>	N/A on an annual basis, that we have established by law (LSA-RS 2:81 N/A	Yes [ ] No [ ] e expended 11). Yes [ ] No [ ] ement to the	
<ul><li>2:810).</li><li>42. We have certified to the legislative auditor, project funds in accordance with the standards</li><li>Ports</li></ul>	N/A on an annual basis, that we have established by law (LSA-RS 2:81 N/A	Yes [ ] No [ ] e expended 11). Yes [ ] No [ ] ement to the	
<ul> <li>2:810).</li> <li>42. We have certified to the legislative auditor, project funds in accordance with the standards</li> <li>Ports</li> <li>43. We have submitted our applications for fun Department of Transportation and Development</li> <li>44. We have adopted a system of administration and expenditures of funds made out of state and</li> </ul>	N/A on an annual basis, that we have established by law (LSA-RS 2:81 N/A ding port construction or develop at as required by LSA-RS 34:3432 N/A on that provides for approval by the local matching funds, and no funds.	Yes [ ] No [ ] e expended [1). Yes [ ] No [ ] ement to the 2. Yes [ No [ ] the department for	
<ul> <li>2:810).</li> <li>42. We have certified to the legislative auditor, project funds in accordance with the standards</li> <li>Ports</li> <li>43. We have submitted our applications for fund Department of Transportation and Development</li> <li>44. We have adopted a system of administration</li> </ul>	N/A on an annual basis, that we have established by law (LSA-RS 2:81 N/A ding port construction or develop at as required by LSA-RS 34:3432 N/A on that provides for approval by the local matching funds, and no funds.	Yes [ ] No [ ] e expended [1). Yes [ ] No [ ] ement to the 2. Yes [ No [ ] the department for	
<ul> <li>2:810).</li> <li>42. We have certified to the legislative auditor, project funds in accordance with the standards</li> <li>Ports</li> <li>43. We have submitted our applications for fund Department of Transportation and Development</li> <li>44. We have adopted a system of administration and expenditures of funds made out of state and expended without department approval (LSA-R</li> <li>45. All project funds have been expended on the</li> </ul>	N/A on an annual basis, that we have established by law (LSA-RS 2:81 N/A ding port construction or develop at as required by LSA-RS 34:3432 N/A on that provides for approval by the docal matching funds, and no fulls 34:3460). N/A	Yes [ ] No [ ] e expended [1). Yes [ ] No [ ] ement to the 2. Yes [ No [ ] the department for ands have been Yes [ ] No [ ]	
<ul> <li>2:810).</li> <li>42. We have certified to the legislative auditor, project funds in accordance with the standards</li> <li>Ports</li> <li>43. We have submitted our applications for fun Department of Transportation and Development</li> <li>44. We have adopted a system of administration and expenditures of funds made out of state and expended without department approval (LSA-Registration).</li> </ul>	N/A on an annual basis, that we have established by law (LSA-RS 2:81 N/A ding port construction or develop at as required by LSA-RS 34:3432 N/A on that provides for approval by the docal matching funds, and no fulls 34:3460). N/A	Yes [ ] No [ ] e expended [1). Yes [ ] No [ ] ement to the 2. Yes [ No [ ] the department for ands have been Yes [ ] No [ ]	
<ul> <li>2:810).</li> <li>42. We have certified to the legislative auditor, project funds in accordance with the standards</li> <li>Ports</li> <li>43. We have submitted our applications for fund Department of Transportation and Development</li> <li>44. We have adopted a system of administration and expenditures of funds made out of state and expended without department approval (LSA-R</li> <li>45. All project funds have been expended on the</li> </ul>	on an annual basis, that we have established by law (LSA-RS 2:81 N/A)  Iding port construction or develop at as required by LSA-RS 34:3432 N/A  In that provides for approval by the discal matching funds, and no fulls 34:3460).  N/A  The project and for no other purporation that provides for the developing centralized purchasing of equative maintenance and construction	Yes [ ] No [ ] e expended [1). Yes [ ] No [ ] ement to the Yes [ No [ ] the department for ands have been Yes [ ] No [ ] se (LSA-RS Yes [ ] No [ ] expended In the expense of the expense o	

47. We have certified to the legislative auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (LSA-RS 34:3461).			
project funds in accordance with the standards e	N/A	Yes[]No[]	
Sewerage Districts			
48. We have complied with the statutory require	N/A	Yes[] No[]	
Waterworks Districts			
49. We have complied with the statutory require	ments of LSA-RS 33:3811-3837 N/A	Yes[]No[]	
Utility Districts			
50. We have complied with the statutory require	ements of LSA-RS 33:4161-4548		
oc. The nave complica man are exercisely require	N/A	Yes[] No[]	
Drainage and Irrigation Districts			
51. We have complied with the statutory require	ements of LSA-RS 38:1601-1707	(Drainage	
Districts); LSA-RS 38:1751-1921 (Gravity Drains			
Drainage Districts); or LSA-RS 38:2101-2123 (Ir	N/A	Yes[]No[]	
Fire Protection Districts			
	mente of LCA DC 40:1401 1500		
52. We have complied with the statutory require	M/A	Yes[]No[]	
Other Special Districts		1	
53. We have complied with those specific statut	tory requirements of state law an	nlicable to our	
district.	ory requirements or state law ap	plicable to our	
	N/A	Yes[] No[]	
The previous responses have been made to the	best of our belief and knowledge	€.	
1 DOD Oh	- 1	1.4	
4 CORROLLE	Secretary_	Date	
1 1	Treasurer	Date	
two for	Executive Director	8/23/13 Date	
V			





# FREDERICK TOMBAR, III EXECUTIVE DIRECTOR

# Louisiana Housing Corporation

# LHC BOARD OF DIRECTORS 2012 - 2013

# LHC Board Chairman Mr. Michael L. Airhart

President, Louisiana Mortgage Lenders, LLC 982 Louisiana Avenue Baton Rouge, LA 70802 (225) 767-7275 (225) 767-7650 (Fax) (225) 266-2880 (Cell) MIKE@LMLENDERS.COM

# LHC Board Vice-Chairman Mr. Mayson H. Foster

Mayor, City of Hammond
310 East Charles Street
Post Office Box 2788
Hammond, LA 70404
(985) 277-5605
(985) 277-5602 (Fax)
(985) 974-6002 (Cell)
FOSTER MH@HAMMOND.ORG
(there is an underscore between the r & m)
MAYOR@HAMMOND.ORG

## Treasurer John N. Kennedy

Louisiana State Treasurer
Post Office Box 44154 (70804)
900 North Third St., 3rd floor
Baton Rouge, LA 70802
(225) 342-0010
(225) 342-0046 (Fax)
(225) 229-1869 (Cell)
(225) 342-0431 – \*Alice Washington office #
(225) 939-7148 – Alice Washington cell #
\*Ms. Washington is Treasurer Kennedy's
Confidential Assistant and also his official
Designee to attend Board in his absence with all
privileges thereof.

AWASHINGTON@TREASURY.STATE.LA.US
JKENNEDY@TREASURY.STATE.LA.US

# Dr. Daryl Burckel, CPA, CVA

Professor of Accounting
McNeese State University College of Business
Burton Business Center, Room 130
Post Office Box 91415
Lake Charles, LA 70609
3287 Gleneagle Drive (home/mailing address)
Lake Charles, LA 70605
(337) 475-5521 or 5522
(337) 478-0126 (Fax)
(337) 794-0108 (Cell)
BURCKEL@BELLSOUTH.NET

LHC Board of Directors Page 2 of 2

#### Ms. Ellen M. Lee

Senior VP, Programs
Community Revitalization Program Director
Greater New Orleans Foundation
K&B Plaza, Suite #100
1055 Saint Charles Avenue
New Orleans, LA 70130
(504) 598 4663
(504) 598-4676 (Fax)
(504) 292-5647 (Cell)
ELLEN@GNOF.ORG

## Mr. Matthew P. Ritchie, CCIM

President, Ritchie Real Estate 1268 Dorchester Drive Alexandria, LA 71303 (318) 449-8919 (318) 449-5605 (Fax) (318) 709-6288 (Cell) MATTRITCHIE@CCIM.NET

# Mr. Willie Spears

Sr. Vice President, CRA Officer Red River Bank 333 Lawrence Boulevard Pineville, LA 71360 (318) 473 9262 (Home) (318) 664 1466 (Cell) SPEARS, WILLIE@ATT.NET

## Mr. Malcolm Young, CEO

Louisiana Realtors Association 4639 Bennington Avenue Baton Rouge, LA 70808 (225) 923-2210 (225) 926-5922 (Fax) (225) 907 7374 (Cell) MALCOLM@LAREALTORS.ORG Mr. Guy T. Williams, Jr.

President and CEO
Gulf Coast Bank and Trust Company
200 Saint Charles Avenue
New Orleans, LA 70130-2997
(504) 581 4561
(504) 581 3583 (Fax)
(504) 289-1850 (Cell)
GUYWILLIAMS@GULFBANK.COM

#### Mr. Larry Ferdinand

President and CEO
Larry Ferdinand and Associates
3436 Galaxy Lane
Shreveport, LA 71119
(318) 670-9715
(318) 670-7609 (Fax)
(318) 773-3782 (Cell)
KINGFERDINANDSR@EARTHLINK.NET

# Mr. Frederick Tombar, III LHC Executive Director

Louisiana Housing Corporation 2415 Quail Drive Baton Rouge, LA 70808 (225) 763-8773 (225) 763-8749 (Fax) (225) 405-1125(Cell) FTOMBAR@LHC.LA.GOV

## Mr. Barry E. Brooks LHC Board Secretary/Coordinator

Louisiana Housing Corporation 2415 Quail Drive Baton Rouge, LA 70808 (225) 763-8773 (225) 763-8749 (Fax) (225) 636-8834 (Cell) (225) 284-4047 (Home) BBROOKS@LHC,LA.GOV

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